E/ECE/TRADE/WP.4/INF.6
TD/B/ASTD/INF.6
15 July 1971

Original : ENGLISH

ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Group of Experts on the Simplification and Standardization of External Trade Documents

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

INTRODUCTION OF STANDARD EXPORT DOCUMENTS IN SINGAPORE

(Note by the Inter-regional Adviser on Trade Documentation)

1. A series of standard export documents, aligned to the ECE layout key, has been introduced in the Republic of Singapore. The series includes the following forms:

- Master Document
- Outward Declaration
- Application for Certificate of Origin/Processing
- Certificate of Origin/Processing
- Shipping Note
- Combined Invoice/Certificate of Origin/Packing List
- Bill of Lading
- Insurance Certificate.

2. Of the forms listed, the first five came into use as from 1 January 1971 by the authorities concerned. The Invoice forms are intended as a recommendation to the trading community for acceptance and use. Shipping and insurance companies are expected to standardize their forms on the basis of the models included in the series.

3. The Master Document is reproduced in the Annex to this document. Copies of the other forms can be obtained through the Inter-regional Adviser on Trade Documentation.

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MASTER DOCUMENT

Invoice No. | Date

Carrier's Agent | Order No. | Date

Consignee (name & address) | Drawee (if other than Consignee)

Notify/Delivery address | I & E Box No.

Country of Origin of Goods | Country of Final Destination

Departure Date | No. of separate sets of Bs/L

Local Vessel | From

Vessel's Name/Aircraft, etc. | Port of Loading

Port of Discharge | Final Destination

Conditions of Sale

(*Include Brand names if necessary)

Marks & Numbers	No. & Kind of Packages Description of Goods *	Quantity & Unit	FOB in S$ (for each item & total)	Weight	Measurement

No. of packages (in words)

Ex-Vessel | Ex-Gdn | Date Discharge completed

UK Dealer

The particulars declared by me/us are true and correct.

Signature
Name
Designation
Tel. No.
Date

Currency & Amount to be received | FROM EXTERNAL ACCOUNT

Expected payment date

Warehouse at

Amount Insured | Freight payable at | On Date

No. of Bs/L signed | Place and date of issue